



WOODLANDS PRIMARY SCHOOL

P&C

Parents and Citizens Association Inc.

**Minutes of the General Meeting held on
12th September 2016 from 7:30 – 9 p.m.**

MINUTES

- 1. Attendance:** Rachel Thompson, Jessica Hill, Sandra Law, Gavin Power, Nadia Bowey, Claire Burt, Simone Williams, Robyn Robinson, Nicky Bailey, Sam Wagenaar, Amanda Ranford

Apologies: Narelle Foster, Narelle Gadsby, Derril Tennant, Monique Wesley

2. Approval of Previous General Meeting Minutes

Motion: That the minutes of the General Meeting held on 8th August, 2016 are received and accepted as a true and accurate record.

NB: The website has been down for a week and thus the Minutes have not been uploaded yet.

Moved: Angie Doust Seconded: Sam Wagenaar
All in favour.

- 3. Outstanding Items from the Previous Minutes:** Nothing outstanding.

- 4. Correspondence-** Nothing of note.

5. President's Report – Nadia Bowey

Report attached.

NB: Fundraising email has gone out. We are well on target and all is going well to fund all our forecasted items for the year.

Fathers' Day clearance stall raised \$326.

Nadia attended the WACSSO conference, which was sold out, and she found it very helpful.

All the P&Cs in our area would like to have a networking session early in Term 4, likely at Churchlands Primary.

The Canteen Committee has rolled out the new volunteer roster program. Please encourage others to support the canteen.

The photo company selection in progress.

We have had some generous donations to the Uniform shop (furniture)

and the Canteen (\$350 towards ITC).

Query: From Sandra - the printer is meant to print the order onto the bags, which would save lots of time. Can this be checked, as we bought the recommended printer? Mands and Nadia to follow this up. We have one last major fundraiser – the Lapathon.

Motion: The President's Report as tabled by Nadia Bowey to be received and accepted.

Moved: Claire Burt Seconded: Nicky Bailey
All in favour.

6. Principal's Report – Gavin Power

Report attached.

NB: The IPS Review went well and a draft review will be ready soon. NAPLAN data has been received and will be analysed at staff meeting this week.

A transportable classroom has been allocated for 2017 if needed.

Book List: Officeworks, Officemax and two others have presented at the school. The first two are the top contenders, as they are big and deal with stock shortages more easily. A decision will be made soon.

Query: Can teachers help by returning extra materials before end of term so we know what we already have? Gavin will make the request. The WIFI project have reviewed our school and mapped out where the new cabling needs to be. It will be a joint pay between the school and the Dept. There is a price for each section so the P&C is paying for the canteen to be set up.

Positions for 2017 – Two teaching pools have been finalised (K-1 and 2-6) with many applicants. The school will try and finalise teachers early next term. Query: Does the school have a position on job sharing? It has challenges and advantages. A PT person often works more than their allocated load but what about continuity for the students? As always, it depends on the people involved and how they communicate.

Query: How do parents raise concerns about NAPLAN for online writing due to poor typing skills? This will go onto the Class Rep agenda.

Motion: The Principal's Report as tabled by Gavin Power to be received and accepted.

Moved: Nicky Bailey Seconded: Mands Ranford
All in favour.

7. Treasurer's Report – Angie Doust

Report attached.

\$43,412 is current balance.

Motion: The Treasurer's Report as tabled by Angie Doust to be received and accepted.

Moved: Claire Burt Seconded: Simone Williams

All in favour.

8. General Business

a) Fundraising Committee – Claire Burt

Claire is still working on the handout for how to raise funds without spending additional time or money. She is going to contact a number of label and book cover companies, as parents will start thinking about these towards the end of next term.

Lap-a-thon: Anna's students are taking charge of advertising, measuring the grounds, choosing the theme, counting money and deciding on the prizes. Nadia visited Anna's class to check on proceedings. Thanks to Anna and her class and what a great learning opportunity for them! Bike Force is a major sponsor, donating vouchers, matching prizes and even a bike.

Dads Camp-Out: Simone has presented a budget (see attached) and the even will be on Nov. 12th. Some profit is forecasted but the event is a social one, rather than a fundraiser. Should we use the canteen? Nadia will talk to the Year 5 committee, in case the Year 5s would like to sell snacks and glow sticks, etc.

Motion to approve the Dads Camp Out budget by Mands Ranford, seconded by Claire Burt and all in favour.

School Buy: Claire is contacting name label and book cover companies. December is a great month to pick as the "cheap" month.

Read-a-thon: All students who participated and returned their forms will receive certificates.

b) Canteen Update - Mands

We are still facing the issue of needing volunteers thus the Year Level Roster System will be put in place for Term 4. If this is still not successful, we will need to look at reducing services, perhaps no recess service. The new menu is great.

Many potential new volunteers have younger children that are not allowed in the canteen, so this puts some people off.

c) Uniform Update – Robyn

The Uniform Shop is going well. Thursday, Nadia, Robyn and Angie will meet with the rep. from Perma Pleat. Great job, Robyn!

d) Communications Update - Claire

An email was sent 7th September outlining how our fundraising was going against our goal. It communicated that we had raised \$5,850 on top of the \$40,230 we needed to fund our top priority projects. So far we have raised \$46,080. Claire will put this communication up on the website soon.

We had to remove the fundraising thermometers from around school as they have been vandalised. Claire will look at possibly just housing one on the inside of the office window going forward.

9. Discussion Topics

a) WA Education Awards – Claire Burt

The school has already nominated Heather Whitehead, Casey Finlen and Jennifer Bick. If parents would like to vote for these teachers or nominate another, they can at education.wa.edu.au. Voting closes at 5pm on 23rd September. The staff member who receives the most votes will win \$1000 and be awarded the People's Choice Award at the WA Education Awards presentation event on 28 November.

b) Girl Power and Good Guys Initiative – Rachel Thompson

This internationally recognised program teaches kids to put a voice to their feelings, recognise and create healthy friendships, and handle conflict resolution. Rachel would like to bring the co-ed Language of Friendship Workshops to Woodlands PS, as an after school workshop. Parents would pay to attend with their children. The school has approved this. Teachers are encouraged to attend for free. If the workshops receive a positive reception, some of the aspects of the program could potentially be incorporated into 2017. The date will be set for the first half of Term 4 and advertising will begin once we resume.

Gavin answered a query about the role of Buzz Rangers. Their role is assisting with conflict resolution but nothing beyond that.

c) The Western Suburbs High School issue – Sam Wagenaar

Sam provided an update on what has been happening with the issue of overcrowding in our high schools. A reply was received to the letter but this was not deemed satisfactory and a re-drafted letter is going back to the Minister of Education, signed by eight schools. There will be an open forum early in Term 4 and a rally if necessary. We need to keep the pressure on and the issue in the media, especially with elections coming up.

Our role will be to keep the WPS community informed but with a non-political slant. Facebook and the Class Reps can be used.

d) Safety House Program – Robyn Robinson

A group from Safety House will be putting on a puppet show for Kindy – year 1 on Thursday morning to educate and promote the safety house message. Safety houses are all volunteers and we have an updated map that shows 21 houses that children can approach in the area. A WWC is required and they must notify the coordinator (Robyn) if there is a change of occupancy. It is difficult to find Safety House volunteers, as occupants are asked try and be home at the times where children are walking to and from school. Thanks Robyn! Jessica Hill has started Neighbourhood Watch for Woodlands, called Eyes on the Street. The community is encouraged to be involved and can get resources from the police. Getting to know your neighbours is

an effective form of crime prevention, especially as burglary often recurs at the same residence. The query came as to what is taught to our children, in terms of personal safety. Do the teachers incorporate this? Do we have any awareness events, such as Day for Daniel? We will seek information and revisit this topic at the next meeting.

e) Update on the Court Upgrade

The school has received itemized quotes for the quadrangle and the area by the canteen. It is very high for the extra area. Query: Why not just make that a normal surface, rather than a rebound surface? Gavin will look at alternatives, such as concrete with a layer of resurface on top. Query: What about more seating, as it is a shaded area? However, it is used as a thoroughfare. Query: What is the timeline for the \$43 000 main section that we will have raised funds for? The date is January and is booked. We don't want to delay the main job. Sept/Oct was too tight a push.

10.AOB

a) Meeting dates— Will be weeks 3 and 7 going forward.

11. Close of Meeting: The meeting closed at 9:32 p.m. The next general meeting is scheduled for **Monday, October 24th** at 7:30 p.m. in the school library.

ATTACHMENTS:

A. President's Report – Nadia Bowey:

Hi Everyone and Welcome to the September General Meeting!

On September 7, an email was sent out to all parents updating everyone on our fundraising efforts so far this year. Angie will have specific updates in her report, but well done to everyone and thanks for your efforts and contributions so far. Since our last meeting in August, we have had a very successful quiz night thank you to Nicky Baily and all of her volunteers to help with this great parent focused event. We also had a father's day clearance stall, which raised another \$326 dollars. Thank you to Rachel, Neda, Mands, Monique, Ailsa and all of the student volunteers that helped us.

On the same weekend as our quiz night, I attended the WACSSO annual conference, which is a two day conference for public school P & C's in WA to network, attend information sessions and hear from student panels, the Minister for Education and the Director General. There was a motion submitted by city beach PS requesting WACSSO send a letter to the Minister asking for more information regarding the overcrowding of public high school in the western suburbs. The motion was passed and I will update our school when we receive a reply. Sam will have more updates regarding this issue later in the agenda.

At the conference I was seated with other P&C 's in our area we are going to be having a cross school P&C wine & cheese most likely to be held in week 4 at Chruchlands PS. The invite is extended to any P&C members not just executive as we found we gained a lot from just being able to network at the conference. So if you are interested in attending let me know. Overall it was a very good conference and I learned a lot of new things, there was only really

one session that I felt didn't offer any real value but I suppose that is subjective.

In other news, the canteen committee has been working very hard to rollout the plan for the new volunteer rostering system starting in term 4. An email to all parents and fb info post was launched today. Mands will go through this in detail later. Thanks to the canteen committee for their hard work with this tricky subject matter. I realize there is no one perfect solution and I applauded their efforts in taking feedback to try to make the system as fair as possible. I want to underscore that we cannot run the canteen without volunteer help & support from our parent community. I would really hate to have to reduce services or close the canteen because we couldn't work out a solution as a community. So, Thank you to the class reps, board, school and P&C members who help to work on this solution. Now we need your continued support to make it work! If you hear any concerns please let folks know to contact us at woodlandspandc@gmail.com.

As you know, this year the P&C is taking lead in researching photography companies for next year. We had one subcommittee meeting last week however not all companies had submitted their 2017 pricing. We have now received most of them. So we will meet again as a subcommittee and invite the top two to present in the October or November's general meeting and we will vote on the company.

Looking ahead we have one last major fundraiser for the year. We didn't have a coordinator for this event and we were about to cancel it for this year but Anna Crockett and her year 3, Room 5 class swooped into coordinate this much loved event for our P&C. I will update you more about this and other items later in the agenda.

Thanks again for your time and commitment! Nadia Bowey P&C Pres 2016

B. Principal's Report – Gavin Power:

IPS Business Planning

The IPS Review has been and gone and I expect to see the draft report soon.

At the moment we are in the final review stage of 2016 school data, e.g. NAPLAN data, end of semester 1 grades and parent survey. After this has been completed and combined with our reviewed data of the last two years and the IPS review then the IPS Business plan and school 2017 operational plans will be developed.

We have allocated the first two days of term 4 as School Development Days to complete the review and start developing these plans.

NAPLAN data

The 2016 NAPLAN data has been received and at this week's staff meeting staff will be analysing the data to identify areas of strength and areas for further improvement.

Some graphs and tables relate to the NAPLAN data were presented to the school board for their review.

The Quadrangle

We have itemised quotes for additional works to be done at the same time as the quadrangle.

The area adjacent to the undercover area is \$28320.00

Transportable Classroom

The department has allocated us a transportable classroom for 2017 if we need it.

2017 Personal items list

Officeworks, Officemax, Campion and Officemart have all visited and outlined how they operate the back to school personal items list process. Down to Officemax or Officeworks.

Wi-Fi Infill Project

A map has been developed to show where the addition WAPs and cabling are required. I have ordered the cabling, which is paid by the school, and the central office funds the WAPs.

Positions 2017

Teaching pools have just been finalised.

26 teachers have made it into the Year 2 to 6 pool (119 applicants).

20 teachers have made it into the K to Year 1 pool (73 applicants).

Deputy pool has closed, 13 applicants. To be finalised this week.

C. Treasurer's Report – Angie Doust:

The current bank balance at 12 September 2016 is \$43,412.

2016 Fundraising	Amount	
P&C contribution	\$ 21,712	
Hot cross bun fundraiser	\$ 546	
School banking	\$ 818	
Derby Day	\$ 475	
Read-a-thon	\$ 5,763	
Election Day	\$ 3,029	
Baker's Delight	\$ 486	
Entertainment books	\$ 2,500	approx pending final figures
50th anniversary merchandise	\$ 50	
50th anniversary cookbook	\$ 375	
Father's day stall	\$ 300	
Quiz night	\$ 10,000	approx pending final figures
Total fundraising	\$ 46,054	

2016 Budget items	Amount	Amount paid at 31/8/2016
English: Decodable readers (K-4)	\$ 16,929	\$ 16,929
English: Guided reading resources (Yr2-6)	\$ 2,727	\$ 1,803
Science: Edison Robots classroom pack	\$ 1,345	\$ 1,345
Science: Beebots 12-pack etc	\$ 821	\$ 821
Mathletics	\$ 2,000	\$ 822
English: Springboards Interactive CD	\$ 3,290	\$ -
Science: Little Bits base kit	\$ 918	\$ -
Teacher Allocation	\$ 3,750	\$ -
Year 6 Camp	\$ 2,600	\$ -

Canteen	\$	500	\$	500
Uniform shop	\$	350	\$	69
Jarrah shirts	\$	3,000	\$	3,007
Orchard	\$	2,000	\$	661
TOTAL	\$	40,230	\$	25,957

SUMMARY

Based on the current cash balances and expenses to date:

Current Cash Balance	43,412	
Less: Ongoing Costs	<u>25,000</u>	(this includes canteen/uniform and general running costs)
	18,412	
Less: Budget items remaining	14,273	
Balance surplus	\$4,139	

D. Dad's Camp Out Budget – Simone Williams

Woodlands Primary School P&C
2016 Dad's Campout Budget

INCOME	No.	Price p/h	2016 Budget	2015 Actuals	2014 Actuals
Parents	100	\$ 20.00	\$ 2,000.00	\$ 2,300.00	\$ 2,140.00
Children	200	\$ 10.00	\$ 2,000.00	\$ 1,780.00	\$ 1,950.00
Family			\$ -		
Canteen Sales			\$ 500.00	\$ -	\$ 710.00
Donations			\$ -	\$ -	\$ 20.70
			\$ 4,500.00	\$ 4,080.00	\$ 4,820.70
EXPENDITURE					
Paint - Markings				\$ -	
Dinner			\$ 750.00	\$ 261.30	\$ 336.70
Breakfast			\$ 650.00	\$ 342.00	\$ 284.06
Prizes			\$ 100.00		
Snacks				\$ -	
Projector Hire				\$ -	
Lights & Fuel			\$ 400.00	\$ 292.40	\$ 263.90
BBQ Gas			\$ 50.00	\$ 22.98	
Total Costs			\$ 1,950.00	\$ 918.68	\$ 884.66
Profit / (Loss)			\$ 2,550.00	\$ 3,161.32	\$ 3,936.04

Dinner	
\$ 80.00	sauce
\$ 80.00	salad
\$ 140.00	snags
\$ 150.00	burgers
\$ 300.00	rolls
\$ 750.00	Total

Breakfast	
\$ 150.00	eggs
\$ 300.00	rolls
\$ 200.00	bacon
\$ 650.00	Total